



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Human Resources Specialist (Job ID #2026.56)

Department:	Human Resources
Status:	Permanent Full-Time
Location:	Georgina
Hours of Work:	35 hours per week
Number of Positions:	1
Salary:	\$98,246 - \$114,935 per annum
Vacancy Reason:	Replacement
Date Posted:	March 12, 2026
Date Closing:	April 2, 2026

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose

Reporting to the Head of Human Resources and working collaboratively with the Human Resources team, the Human Resources Specialist will take a lead on our Recruitment and Learning & Development portfolios. In overseeing our Recruitment portfolio, you will build and implement effective people strategies that attract, develop and retain employees to establish an effective talent pipeline as well as helping refine the Town's talent acquisition process. Training is another key area of this position where you will take a lead in identifying training gaps and creating a training plan to address these by creating, delivering or sourcing appropriate training to support employees in achieving the Town's Strategic Plan. ***For full details, please see attached job description.***

Minimum Qualifications and requirements

- Diploma/Degree in Human Resources Management or Labour Relations from an accredited College/University.
- Adult Learning Certification
- CHRP/CHRL Certification/designation (or working towards)
- Three (3) years of progressive human resources experience in a complex unionized environment within the public or private sector; municipal experience is considered an asset
- Demonstrated experience in recruitment as well as designing and delivering training content in a variety of formats
- Thorough working knowledge of the Employment Standards Act, Labour Relations Act, Ontario Human Rights Code, AODA, Occupational Health and Safety Act and other relevant legislation
- Familiarity with collective agreement and policy interpretation; knowledge of and/or experience using HRMS/HRIS and LMS
- Skilled in behavioural interviewing techniques

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.

JOB DESCRIPTION

Title:	Human Resources Specialist	Job Grade:	Grade 6
Position #:		Employee Group:	Non-Union
Department:	Human Resources	Division:	
Date Created:	February, 2026	Revision Date:	
Direction Exercised:		Reports To:	Head of Human Resources

Position Summary

Reporting to the Head of Human Resources and working collaboratively with the Human Resources team, the Human Resources Specialist will take a lead on our Recruitment and Learning & Development portfolios. In overseeing our Recruitment portfolio, you will build and implement effective people strategies that attract, develop and retain employees to establish an effective talent pipeline as well as helping refine the Town's talent acquisition process. Training is another key area of this position where you will take a lead in identifying training gaps and creating a training plan to address these by creating, delivering or sourcing appropriate training to support employees in achieving the Town's Strategic Plan.

Responsibilities

Recruitment:

- Co-ordinates and recommends appropriate recruitment strategies and forecasting for customer departments. Develops innovative recruitment strategies for hard to fill positions.
- Analyzes job qualifications and prepares internal and external recruitment postings; ensures hiring procedures remain consistent with the Town's policy, collective agreements (CUPE 905.03;CUPE 905.13, CUPE 905.26; GPFFA), and employment legislation. Ensure a fair, inclusive and defensible recruitment process is completed in compliance with employment legislation.

- Partner with and develop and maintain effective relationships with hiring managers to understand recruitment needs.
- Apply proven and innovative talent sourcing methods to source candidates.
- Review current recruitment procedures; make recommendations for streamlining processes; and contribute to the continuous improvement of talent acquisition practices and resources
- Identifies and participates in career fairs to brand our Town as an employer of choice to potential job applicants both inside and outside the Region of York.
- Will take lead role tracking all open positions, strategize recruitment efforts with the HR Business Partners and the department's hiring manager, conducts employment interviews with a focus on management and unionized positions, assists hiring manager with appropriate assessments and recommendations to departments. Selects candidates in conjunction with hiring managers. Discuss salary and conditions of employment with Department Management and HR Business Partner, then makes offer of employment to successful candidates. Provides feedback to candidates following interviews. Conduct reference checks.
- Conduct large-scale recruitments periodically through the year for seasonal staff.
- Promote Georgina as an employer of choice throughout the recruitment cycle and ensure a positive candidate experience throughout the recruitment process.
- Manage use of recruitment and/or third-party recruitment agencies, college and university recruiting initiatives and attend and conduct career fairs.
- Coordinate the Town's Summer Student Program.
- Ensure proper documentation/record keeping pertaining to recruitment. Conduct employment offers.
- Research and complete applications for student and employee grants/funding.
- Apply newly acquired skills; share knowledge with HR coworkers and promote a learning environment in the HR office.
- Keep apprised of new/amended legislation, employment practices and/or labour trends.

Learning and Development:

- Identify training needs and create a training plan to address.
- Take a key role in shaping our employees' skills and knowledge to succeed, aligning their learning outcomes ranging from meeting legislative compliance to achieving the Town's Strategic Plan.
- Create engaging and impactful content, conduct delivery of content using a variety of classroom training, eLearning, training on-the-job and training on-demand formats, source and co-ordinate training sessions.
- Support onboarding content, upskilling and career advancement for employees.
- Track training, maintaining records using VIP HRIS to meet compliance requirements.
- Conduct training surveys.
- Measure effectiveness of training and transfer of knowledge to enhanced on-the-job performance.
- Participate in analyzing Town's completed Employee Development Objective forms to support Succession Planning.
- Launch and oversee Mentorship Program.
- Continuously improve programs, researching and recommending tools to enhance learning.
- Provide support as needed to HR Consultant – Health & Safety for safety training.

Administrative and Technical:

- Run reports and department metrics.

- Support department's implementation requirements of HRIS modules and functions for department efficiencies.

Liaison, Communication and Customer Service:

- Maintains key contacts, relationships and partnerships with the CAO and DCAO, Council, Department staff, municipal government and external agencies to promote and develop organizational improvements.
- Participates as a member of the HR department team meetings.

Finance and Budget:

- Monitor recruitment budget and research options to ensure effective spend on advertising job opportunities.
- Provide support to department on procurement requests, processing of invoices

Continuous Quality Improvement:

- Participate in a wide variety of department projects, programs and initiatives designed to drive continuous improvement in both recruitment strategies and learning & development.
- Conducts on-going evaluations and recommends updates to human resources policies and procedures as appropriate to establish, maintain and improve professional standards and consistency in recruitment, selection and labour relations.
- Identifies trends and analyzes effectiveness of implemented programs and practices.
- Ensures effective use of technology, efficiency and quality in process and procedure.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and workflow integration.

Other Responsibilities:

- Performs other duties as assigned to meet departmental, corporate goals and program/service objectives.
- Promotes the Code of Conduct, Town Values, Human Resources policies with all Town staff.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

Minimum Qualifications

Education and Training:

- Diploma/Degree in Human Resource Management or labour relations from an accredited College/University.
- Certification/designation in a Human Resources discipline (CHRP/CHRL), or working towards.
- Adult Learning Certification.

Experience:

- Three (3) years human resources experience, preferably in a municipal environment.
- Experience in a complex public or private sector unionized environment.
- Demonstrated experience in recruitment and designing and delivering training content in a variety of formats.

Knowledge:

- Thorough working knowledge of the Employment Standards Act, Labour Relations Act, Ontario Human Rights Code, AODA, Occupational Health and Safety Act and other relevant legislation.
- Familiarity with collective agreement and policy interpretation. Knowledge of and/or experience using HRMS/HRIS and LMS.
- Proficiency in MS Office software applications.
- Working knowledge of VIP considered an asset.

Competencies:

- Project management leadership skills working with a variety of department groups.
- Proven ability to develop and execute human resources programs to drive the achievement of the Human Resources Strategic Plan objectives.
- Skilled in behavioural interviewing techniques.
- Ability to work under tight deadlines within a high-volume environment.
- Professional demeanor and the ability to maintain a high level of confidentiality.
- Ability to build relationships, influence and collaborate, be a trusted and credible coach/advisor.
- Ability to work in a dynamic, demanding work environment while remaining positive and focused.
- Excellent interpersonal, communication, organizational, research and problem-solving skills.
- Strong orientation to detail with strong customer consultation skills.
- Demonstrated skills and ability to manage conflict /challenges.
- Commitment to ongoing personal and professional development and to the principles and philosophy of customer service.
- Ability to work both independently and as an effective team member.
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business.
- Computer literacy utilizing word processing, spreadsheet, presentation and database software, e-mail and the Internet.

Physical Demands and Working Conditions:

- Normal office conditions, including a hybrid work schedule.
- Ability to work outside regular business hours, as required.